



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 14, 2011

HSS 11 030

EARLY CHILDHOOD EDUCATION SERVICES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 10, 2011
11:00 AM Local Time

ADDENDUM # 2 – Questions and Answers

Please Note:
THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Bruce Krug
PROCUREMENT ADMINISTRATOR

William Ingram
Division of Public Health

Early Childhood Education Services -- RFP HSS 11 030
Questions and Answers

1. QUESTION: In reference to the budget summary costs section, if I am submitting a proposal for myself as an independent contractor, do I need to specify all the costs broken down as outlined in the bid literature, or just one total contractor fee?
ANSWER: An itemized budget as outlined in the bid literature is required.
2. QUESTION: Do I fill out the boilerplate contract and submit with the proposal?
ANSWER: The boilerplate is for informational purposes only. It is not to be filled out and submitted with the proposal.
3. QUESTION: What disciplines for special education services are you looking for?
ANSWER: Early Childhood Educators and teachers.
4. QUESTION: What are the typical disabilities of the clients?
ANSWER: We serve a wide range of clients with a vast array of diagnoses. We serve clients with simple needs to complex medical cases.
5. QUESTION: What is the education level required?
ANSWER: We require a minimum of a Bachelor's Degree in Education with certification in Special Education.
6. QUESTION: Who is the current vendor and what is the current rate?
ANSWER: The current vendor is the Delaware Early Childhood Center and we are unable to disclose the current rate as we are seeking proposals/bids from bidders that will tell us what at what rate the bidder can provide the services requested.
7. QUESTION: Is this RFP seeking 2 teachers?
ANSWER: Yes, we are seeking 2 Early Childhood Educators.
8. QUESTION: Will the teachers also provide case management?
ANSWER: These positions will not provide case management but will perform assessments, evaluations and consultations.
9. QUESTION: Will this RFP result in one contract?
ANSWER: This RFP will result in two contracts.
10. QUESTION: Should evaluators already be certified to give the evaluations?
ANSWER: The Bayley-III test is used at Child Development Watch. These providers should have professional training and experience in the administration and interpretation of comprehensive developmental individual assessments.
11. QUESTION: Enhanced Watch and See is currently a part of the job duties. Will it continue to be?
ANSWER: Yes; however, Enhanced Watch and See is not considered case management. It is currently a consultative service.
12. QUESTION: What are the certifications or licensures required?
ANSWER: Early Childhood Education is required and certification in Special Education.
13. QUESTION: Where would staff report?

ANSWER: Child Development Watch – 18 North Walnut Street, Milford, DE

14. QUESTION: What is the approximate caseload?

ANSWER: These are not case management positions. These positions will be performing evaluations, assessments and consultations.

15. QUESTION: Are these full-time positions?

ANSWER: Yes, we are seeking services Monday through Friday from 8:00 am to 4:30 pm.

16. QUESTION: Will work space and supplies be provided?

ANSWER: Yes, a cubicle will be provided as well as test tools and a desk top computer. Lap top computers will not be provided.

17. QUESTION: Is there a certain number of years experience required? Are new graduates acceptable?

ANSWER: There is no certain number of years experience required and new graduates are acceptable.

18. QUESTION: Is there a specific budget?

ANSWER: We are seeking proposals for Monday through Friday from 8:00 am to 4:30 pm and we are looking to the bidders to tell us how, and for how much, they can provide the services requested.

19. QUESTITON: Is there a large radius for travel? Is there a travel stipend?

ANSWER: There is a large radius for travel as Kent and Sussex Counties in Delaware are very rural areas. These positions will be expected to travel to various clinic sites, clients' homes and various agencies throughout Kent and Sussex Counties. A travel stipend is not available and travel expenses are not billable. All travel expenses will be expected to be incorporated into the hourly billing fee.

20. QUESTION: Will these positions be part of a team?

ANSWER: Yes, these positions will be a member of the multi-disciplinary team at Child Development Watch. We have a Developmental Pediatrician, Developmental Nurses, a Speech Language Pathologist, Early Childhood Educators, Child Development Specialists and Family Service Coordinators.

21. QUESTION: About how many children does the program serve?

ANSWER: This number varies depending on referrals and needs. Our current target caseload is 503 and we are currently serving 418 clients.

22. QUESTION: Just to be clear you are seeking teachers; not a child psychologist or Board Certified Behavior Analyst?

ANSWER: We are seeking Early Childhood Educators or teachers.

23. QUESTION: Is there a possibility that these positions can increase?

ANSWER: We are currently seeking two Early Childhood Educators to provide evaluations, assessments and consultations Monday through Friday from 8:00 am to 4:30 pm.

24. QUESTION: Should we indicate if we are applying for one or both positions?

ANSWER: Yes, definitely indicate your intent to place one or two people in your proposal.

25. QUESTION: Should the budget portion of the proposal be done for one or two people?

ANSWER: Please submit one budget per provider that you intend to place. Do not submit one budget for two providers.